

Idaho Supplement to WUI 2004 WSFM Instruction Guide

BLOCK ONE – Name of State = Idaho; Leave “Priority “ Blank; Contact person is Mike Tennery, Idaho Department of Lands(IDL) – 3780 Industrial Ave. South Coeur d’Alene, ID 83815 Telephone 208-666-8603 email = mtennery@idl.state.id.us

BLOCK TWO – as stated in instructions – email address is mandatory because most grant application communications are accomplished by email.

BLOCK THREE - as stated in instructions – list only one organization for leadership of the project. If it is a Homeowners Association or an individual make sure they know they will need to have or obtain a “Taxpayer Identification Number” (TIN or EIN) to complete a Federal tax form W-9 before they can receive payments from a grant. (This number is not needed during the Application and Selection process.)

BLOCK FOUR – completed by IDL Office in Coeur d’Alene.

BLOCK FIVE – in the prioritization process, grants which list “Implementation /Treatment” under primary project type will be given the highest Idaho State(Block One) priorities, all other elements being equal.

Timeline – milestones – These grants are normally given for a three year period. In block five we would like to see a dollar amount matched to the milestones. For example: you have 100 acres to thin and you estimate it will cost \$600 per acre. You plan to do the job in four phases. So you would list “Phase One – thin 25 acres- \$15,000 – completed by 6/30/04. “Phase Two – thin 25 acres - \$15,000 – completed by 8/30/04”. The purpose of this is to increase the flexibility of funding the grants.

BLOCK SIX – It is important to list all the groups that will participate in your grant project. Collaboration is the key to the NFP Grants A very important element of each grant project is to get all of the people, agencies, and groups that work/live in and adjacent to our forest lands working together to the benefit of our forests.

BLOCK SEVEN - – as stated in instructions. (It is probably easier to complete blocks 8 & 9 and return to this block with the total.)

BLOCK EIGHT – Grant applicants will be required to provide 10% of the dollar amount listed in “Enter Grant Amt.” in the “Dollars (Hard Match)” block. (See example below).

EXAMPLE:

8	Project Revenue (How will be project be funded?)					
	Grant Request (List Below)	Other Funds (List Source in columns to right)		XYZ ORG	IDL	
		Dollars (Hard Match)		\$5,000	\$45,000	
	\$ 50,000					
		In-Kind (Soft Match)				
		Total Match		\$5,000	\$45,000	
Application will be disqualified with insufficient match identified (Federal dollars do not qualify)						

Additional amounts, above the 10% in hard match or in the soft match blocks will increase the competitiveness of the application. The Idaho Department of Lands (IDL) Fire Bureau will contribute an additional amount to the hard match block to insure a 50% federal to 50% non-federal funding ratio is obtained. Other federal funds, from any source, cannot be used to match the federal portion of these grants.

“Hard Match” as defined for this grant program is where real dollars are spent to obtain an action related to the grant. For example, you hire a bookkeeping firm to maintain the financial records of the grant. The money you pay them from your own organizations funds, not the federal grant funds, would qualify as “hard match”. Another example, your organization has paid employees and you use these employees on the grant project. The regular salary and costs of benefits, paid by you, not the federal grant funds, would qualify as “hard match”. An example of “Soft Match” would be where an organization or individual volunteer their services to assist you on the grant but is not reimbursed in any form of real dollars. You can count the hours paid at the normal rate of pay for that type service as soft match. A review of information about allowable grant costs is contained in Office of Management and Budget Circular A-87 Attachment B “Selected Items of Cost”. (<http://www.whitehouse.gov/omb/grants/>)

BLOCK NINE - – as stated in instructions.

BLOCK TEN – Please list any mitigation projects on federal lands which are near to the project(s) you are proposing. If this information is available, please list federal agency name, federal project name, project contact name and phone number.